



Granite Town Media

Advisory Committee

Meeting Minutes

2 June 2011

Present: Frank Corey, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Rosie Deloge, Tim Finan, Jose Luna, Len Mannino,

Guests:

Call to Order:

Meeting called to order 6.10 PM

Minutes approved with corrections.

Bose speaker system works well both live in the auditorium and the video feed. First official use was the Brox meeting with 14 microphones.

Mike reported that Justin is coming back so he has one more member on the production staff. In addition there will be two new additions when school resumes in the fall.

New Web site

- The new web site is going well. Mike is still working to develop an archive and revision control process for town documents. Currently most documents are authored and controlled by Community Development, unnecessarily increasing their workload and making it somewhat difficult for other departments to access and modify the documents.
- Mike joined local Drupal user group. That will facilitate training town and district employees.
- Andrew mentioned subdomains on new web site are still not working for the Ambulance service. Mike will work with Andrew next week to resolve the issue.

Comcast Franchise Agreement

- Comcast responded to concerns the franchise agreement does not mention free Internet access to schools and library. Mike presented a letter Comcast's Bryan Christiansen sent to the Board of Selectmen stating that free access is part of the Education Connections Program and is provided to all towns.

- Comcast also followed up that streaming GTM material does not violate the non-compete clause in the franchise agreement.

Policy and Procedure Manual

- Mike will present draft policy and procedure document at the next meeting. Initial focus will be on the government channel then education and public access.

Multiyear Development Plan

- Board of Selectman equipment needs to be upgraded to provide higher quality and more automation. This requirement is independent of where the BoS room is ultimately located. Upgrade tentatively planned for 2012.
- Mike is putting together a scalable field kit. This will facilitate coverage of indoor and outdoor events. Kit will include portable lighting. Currently GTM has no lighting equipment. Acquisition planned for end of this calendar year.
- Mike wants to activate the third PEG channel as soon as Comcast converts Milford to switched digital video. At first the primary programming will be a video crawl of program schedule on the education and government channel.

Upcoming Meeting:

7 July 2011 Library history room

Adjourn:

Meeting adjourned 7:55 PM

Respectfully submitted: Tom Schmidt